



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROJECT ARCHITECT

Job Number: 20001425

Job Code: 70730V161016

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 03/01/1985

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional architectural work in the design and/or alteration of new and existing structures. Manages construction projects for the agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as an architect by the State Board of Examiners and Registration of Architects. <http://boa.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Designs new buildings and other structures and the required supportive equipment. Renovates and restores existing structures to suit the agency's needs. Drafts complete construction drawings. Conducts site surveys to determine existing site characteristics such as lay of terrain, views, public and service access, utility availability, soil conditions for building foundations, compatibility of adjacent uses and design character of existing facilities. Researches and writes complete project specifications. Identifies and applies necessary regulatory codes and regulations for design project. Prepares preliminary sketches to show building design character and intent. Submits projects construction documents to regulatory agencies and monitors for approval receipt. Assembles all project information, such as design criteria, site information and interagency comments, and reviews with project design consultants. Coordinates work on project during construction period. Inspects buildings and related supportive construction for quality and compliance with plans and specifications. Schedules and/or attends project bid openings, design development and construction meetings. Coordinates formal revisions to construction contracts. Reviews bid submittals for acceptance of contractor's experience, materials and cost. Makes project "as build" corrected drawings. Checks "shop drawings" submitted by suppliers of materials for approval. Makes preliminary estimates in order to design buildings within budget restraints. Informs supervisor of construction progress and quality. Works with agency administrators and consultants in obtaining desired needs for agency projects.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the office and in the field. Will be exposed to risks inherent to construction sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.